

## ***General Guidelines for Peer Observation: For Instructor Being Observed***

### **1. Inform your students that there will be a visitor observing the class before the day of the observation.**

You want the day of an observation to be as “normal” as possible, so you want your students to be prepared for the presence of the observer and not feel uncomfortable.

### **2. Meet with the observer at least a day before the scheduled class meeting.**

The purpose of this meeting is for you to let your observer know as much as possible about your intentions for this class meeting and to identify your objectives. The discussion should create a context for the class to be observed and give you the opportunity to give the observer any special information he/she may need to understand what will be happening in class on the day of the observation. If the observer has not already seen it, bring a copy of your course syllabus and any other relevant materials to discuss during this meeting. There are some questions you might want to be prepared to answer during this meeting:

- How does this class fit into the course syllabus?
- What are the specific goals of this class meeting?
- How does this class meet one or more of the course objectives?
- What happened in the previous class meeting?
- What have the students done to prepare for this class?
- What will you do in class? What methods and strategies will you use?
- What would you like for me to focus on when I observe?
- How would you like to receive feedback from me? (i.e., What kind of observation instrument would you prefer that I use?)

Make sure you take time to discuss and agree upon the observation instrument and type of feedback you would like the observer to provide.

### **3. Reflect on the class meeting.**

Before you meet with your observer, take some time to think about your sense of how the class went. Ask yourself some questions:

- What went well?
- Where did your students seem to respond positively to what you were doing?
- Where do you see evidence that you met your objectives for the class meeting?
- What do you wish had worked better?

### **4. Meet with the observer.**

After you have been observed, make sure to take time to meet with the observer to discuss both of your perceptions of the class. Considering the reflective questions in #3 will help you prepare for this

meeting. Feel free to ask your observer questions about his/her perceptions of how students were responding to particular activities.